

# Wilco Area Career Center 2018-2019

## Introduction to Healthcare Professions

**Instructor:** Jeannine Marco, RN, M Ed

**Grade level:** 11, 12

**Suggested Prerequisites:** Biology, Algebra 1, HS English/LA

### **COURSE DESCRIPTION**

Introduction to Health Careers is designed to familiarize students with the various career options in the medical profession while introducing them to some basic skills and practices. Students will be introduced to body systems including anatomy and physiology of each system. Student will also learn medical terms and word forms related to each system. Students will become familiar with tests and procedures as they relate to diagnosis of problems within the various systems. Students will be introduced to hands on skills necessary for various healthcare career pathways while simultaneously learning skills necessary for use while working with others such as: providing good communication, proper safety practices, legal and ethical responsibilities, employability skills, cultural considerations in the healthcare industry, problem solving and decision making skills and accepting personal responsibility of oneself. In addition, students will receive basic college readiness skills in related mathematics and language arts standards.

Course components will include Medical Terminology, Introduction to Healthcare Careers, First Aid and CPR Certification. For a small fee, students will be given the opportunity during the course of the school year to sign up for Healthcare Provider/AED CPR certification. Upon completion and passing of American Heart Association written CPR exam and skill portion, the student shall receive a CPR certification card.

Students enrolled in Wilco are given the opportunity to receive college credits for certain portions of the course through College of Du Page. Students who enroll in these credits are expected to complete the course with minimum completion grade of a "C" or instructor may encourage the student to withdraw. No student should willingly accept a "D" on a college transcript as a result choosing to voluntarily withdrawal would be in his/her best interest. Wilco will not be held responsible if student does not meet these minimums on these tests or does not complete the test and submit the scores to student services. It is expected that the student will accept full responsibility for completing necessary requirements to obtain all college credits.

### **Instructional Philosophy**

Students will be expected to meet all listed course goals and be able to demonstrate their understanding of the concepts necessary for an introductory health care career. The instruction involves an application/ laboratory based structure with audio/visual support and class lecture. Students will work collaboratively to troubleshoot individual problem areas, complete review activities and prepare hands-on projects that integrate skills and written work. Assignments will require students to utilize academics skills in basic applied mathematics, health/life sciences and language arts. Student's will be given work readiness evaluations monthly which will be based on class participation, quality of work, attendance, job completion, behavioral expectations, use

\*Illinois HOSA Competitive Event

of resources and ability to communicate with peers and instructor. Daily written assignments, written and oral unit projects, chapter quizzes, unit exams, and comprehensive semester exams shall comprise the main portion of the students' grade.

Students will be able to access grades through the Wilco Area Career Centers on line grade component to monitor progress and attain ongoing grade reports. Instructor feedback will also be provided, so the student can make necessary corrections and adjustments. Upon completion of the school year students will demonstrate mastery of tasks as indicated on the student task list tool. Students will be held to all safety and quality standards expected on the job. Students will be expected to utilize outside resources to obtain information for some assignments. Library research and professional consultation will be required for some projects. Tutoring is available in Student Services most days of the week. For those students pursuing college credits through College of Du Page, semester grade must be a minimum requirement of 70%, as well as, the student is required to complete or meet any other standardized testing minimum scores as established by the institution seeking credits from.

### **Class Operation:**

The instructor provides direction and manages the classroom setting, but also gives the students some autonomy for planning certain day to day assignments and managing the class environment with peers. The instructor will meet briefly with students at the beginning of each day to review previous lectures, discuss the content for the day, provide notes and demonstrate any new concepts as needed. Individual assistance will be provided as necessary. Projects will require students to utilize all internal classroom resources as well as those in the community. Periodic class discussions will focus on student understanding of material. Students will be called upon in class discussion scenarios. Students will work independently and in small groups as the lesson dictates. Students will be given a variety of resources in the form of guided notes, resource lists and study guides. Students will be expected to actively participate in the instructors on line resources of Campus, Goggle classroom and Quizlet. If student has a situation which prevents this access the instructor should be made aware of these special circumstances.

### **Monitoring Performance:**

Each student will be responsible for monitoring their individual progress throughout the year. Students will have access to the schools grade posting system. Students and families will be educated on access to the system at the beginning of the year. Students will be expected to check grades regularly and are encouraged to question any grade in dispute in private with the instructor. Students will only be provided with grade monitoring sheets after major unit exams. Student progress will be evaluated /updated weekly. Since the focus of attending a career center is also to build appropriate skills for future healthcare employability, students will receive weekly/monthly evaluations from the instructor focusing on these skills as they relate to the classroom setting. Students will be provided comments for improvement. These evaluations may be copied and used when student may be obtaining future employment.

### **Student Professional Organization:**

All students will have the opportunity to join the Health Occupation Students of America. This organization costs \$25.00 to join and supports the mission/skills of all healthcare related programs. Joining this organization allows students to participate in HOSA's state competition conference in Decatur, Illinois in the spring. This conference allows health career students to be recognized for their clinical competencies within the state. Enrolling in this organization also provides an excellent professional organization to list on a resume.

## **Suggested Course Supplies:**

Binder with separators (highly suggested)

Notebook paper

Journal Notebook

Class folder (dedicated to this class)

Index cards (lots)

Small storage box, baggies, or ring to hold flashcards together

Pens/Pencils/Highlighter

Dry Erase Marker

1 Folder with prongs for various projects

The Anatomy Coloring Book (\$15.00 on Amazon; optional purchase)

---

---

## **Wilco Area Career Center Grading Scale**

---

---

100-90 A

89-80 B

79-70 C

69-60 D

Below 60 F

---

---

## **Grade Components**

Work Readiness: Daily demonstration of self-initiative to include bell work response/share, class participation, exit slips, journal entries, Google classroom discussion board as well as, work place skills necessary for successful employment in a healthcare setting- 20%

Daily Work: Daily participation via group discussion, and small group projects as well as, lab work and written assignments; medical dictionary/flash cards – 20%

Quizzes/ Chapter Assessments/Nine Week Projects: Weekly quizzes, intermittent unit and nine week projects -50%

9 week Module Exams/AVC Post Test: Comprehensive knowledge and application of core concepts from the chapters presented in the nine week time frame; one each nine weeks-10%

\*Illinois HOSA Competitive Event

**COURSE CONTENT**

<b>Language of Medicine</b>  (Health Careers Text reference by chapter number)	<b>Chapter lesson</b>	<b>Careers to Explore</b>	<b>Skills</b> (found in <b>Health Careers Text</b> )
<b>Chapters 1-4</b>	Introduction to Medical Terminology Word Structure	Career Clusters	*HOSA *History of Healthcare (1) Transcultural Health *Employability *Interviewing *Problem Solving *Body organization (9)
<b>Chapter 5&amp;6</b> (Chapter 16)	Digestive System	Internist, Family Practitioner, Gastroenterologist, Dentist, Orthodontist , Prosthodontist, Dental assistant, Dental Lab Technician, Dietician, Dietary Aide	*Denture Care *Feeding *My Plate *Measuring Ht/Wt
<b>Chapter 7</b> (Chapter 17)	Urinary System	Registered Nurse, Surgical technologist, Medical Equipment Preparer, Medical Clinical Laboratory Technician Medical Records and Health Information technologist, Hospital Administrator Biomedical Engineer	*Measuring Intake and Output  *Urine Specimen types/collection  *Charting/SOAP format *Answering the phones *Computers and PDA use
<b>*First Nine Week Project Due: Job search, cover letter, resume</b>			
<b>Chapter 11</b> (Chapter 11)	Cardiovascular System	Cardiologist, Cardiovascular Surgeon, Plastic Surgeon, Surgical Tech, Cardiovasc. Tech, Exercise physiologist, ambulance driver, EMT, Diagnostic sonographer, PA, RN, HIM, Hospital Administrator	*EKG lead Placement *Military Time *BP *Pulse sites
<b>Chapter 12</b> (Chapter 13)	Respiratory System	Pulmonologist, Respiratory Therapist, Nurse Practitioner, Registered Nurse, Licensed Practical Nurse, Home Health Aid, Medical Equipment Preparer, Nuclear Monitoring Tech, Health Services Manager	*Measuring Temperature *Graphing Vital signs *Auscultating Breath sounds
<b>Chapter 10</b> (Chapter 19)	Nervous	Neurologist, EEG technician, Chiropractor, Alternative Medicine Healer Somnographer	*Reflex Testing *Cranial Nerve Exam *Memory Exam

<b>*Second Nine Weeks Project Due: Health Education Lesson</b>			
<b>Chapter 8/9</b> (Chapter 21)	Reproductive	Obstetrician, Gynecologist, Nurse Midwife, Obstetrical Nurse, Infertility Specialist, Geneticist, Genetic Counselor, Ultrasound Technician	*Cultural Awareness (5)  *Bed Making *Ultrasound use
<b>Chapter 15</b> (Chapter 14/15)	Musculoskeletal	Podiatrist, Orthopedist, Occupational Therapist, Physical Therapist/Assistant, Massage Therapist	*Dressing the patient * Range of Motion *Body Positioning * Back Massage
<b>Chapter 16</b> (Chapter 10)	Skin/Integumentary	Dermatologist, Pediatrician, Pediatric Nurse, Flight Nurse, EMT, Paramedic	*Healthcare Safety (3) *Body Mechanics *AHA First Aid / BLS CPR with AED
<b>Chapter 13</b> (Chapter 12)	Blood	Phlebotomist, Blood Bank Personnel, Lab Tech, Medical Assistant	*Handwashing *PPE/Isolation technique *Agar Streak Plate/ Bacteria Growth
<b>Chapter 14</b>	Lymphatic/Immune	Microbiologist, Research Scientist, Health Inspector, Public Health Director	
<b>Third Nine Week Project Due: Career Project</b>			
<b>Safety</b>	AHA BLS CPR First Aid		*optional BLS CPR provider card
	CERT Skills		
	Workplace Safety		
<b>Chapter 17</b> (Chapter 20)	Sensory	Audiologist, Optometrist, Optician, Speech Language Pathologist, Acupuncturist, Hypnotherapist, Reflexologist	*Visual Acuity/ Snellen Eye Test
<b>Fourth Nine Week Project Due: CERT Skill Team Demo</b>			

## **MAJOR COURSE PROJECTS**

Students will be expected to complete the following course projects each nine weeks. Each project will be worth a 100 point unit assessment and shall be turned in by due date assigned unless specific arrangements have been made in advance of due date with instructor. All projects not received by due date shall incur a baseline loss of 10 points or one letter grade. (NO projects will be accepted via email). The following list is representative of the projects due each nine weeks. Instructor will make every attempt to allow some time in class for work on projects.

### **FIRST NINE WEEKS/ JOB SEEKING**

**DUE DATE** \_\_\_\_\_

**\* PORTFOLIO:** Prepare a cover letter and resume for a potential introductory healthcare career. Complete a job search inventory whereby 10 current health career postings are reviewed or potential college programs in your area of study are explored for cost and minimum necessary requirements for acceptance into the program are indicated. A copy of the above items will be placed in a binder to serve as the student's portfolio to be used during a prospective job interview.

### **SECOND NINE WEEKS/ HEALTHY LIFESTYLE**

**DUE DATE** \_\_\_\_\_

**\*HEALTH EDUCATION LESSON:** Prepare a Health Education project to be presented in class. Student may work with a partner if discussed with instructor in advance. A health topic will be presented to the class through use of a prepared lesson and instruction. Instruction can be provided in any format such as power point, prezi, video etc. Students participating in the lesson shall evaluate the lesson provided.

### **THIRD NINE WEEKS/ CAREER PROJECT \***

**DATE DUE** \_\_\_\_\_

**\*HEALTH CAREER DISPLAY:** Choose a health related career of interest to you. Prepare a visual 3 sided poster display of the specific career. Make the display interactive for students who view the display. Provide handouts, brochures or other visuals and activities as the topic allows. Be prepared to interact with students and answer questions as they visit your display.

**CAREER RESEARCH PAPER:** Prepare a standard research project/paper by researching a health career of interest to student. Student shall type a 5 page paper to be turned in by date designated. Student shall also create a Power Point or poster to showcase the chosen career and this will be presented to the class on assigned date.

(\*Choose One)

### **FOURTH NINE WEEKS/TEAM CERT SKILL DEMO**

**DUE DATE** \_\_\_\_\_

#### **CERT Demo:**

As a small group, instructor will choose a leader and co leader who will negotiate for other team members. As a team students shall create a CERT scenario with 3-5 injuries of various levels to treat. The group will prepare all parts of the scenario and present to the class for critique and grading.